

## **PERMIT PROCESS**

Please check with the appropriate County departments before beginning any type of development, whether it entails only clearing and grading, construction of an addition to an existing building, erecting a fence or wall, or just pouring a concrete slab. There are regulations and procedures, and possibly permits and inspections, which will be required.

The following information is provided as basic steps and procedures the County requires for development of additions and/or alterations to existing commercial structures:

### **Additions / Alterations to Existing Commercial & Church Structures**

1. Contact the Zoning Department to get information on how to acquire zoning compliance for your project.
2. Three complete sets of plans are required for construction plan review by the Fire Marshal's Office. After Fire Marshal review two sets of those plans must be picked up and delivered to the Permits and Inspections Department for review.
3. Complete the following Building Permit Application and submit. No construction is allowed until a building permit is approved and issued by the Permits and Inspections Department.
4. Schedule all building inspections (including pre-construction and post-construction inspections), through the Permits and Inspections Department. Upon completion and approval of all required inspections they will issue a Certificate of Occupancy (CO) for the addition/alteration.

### **Contact Names and Numbers:**

Zoning Department	Robyn Wilson	(770) 460-5730 x 5419
Environment Health	Rick Fehr or Jeff Kilgore	(770) 460-5730 x 5415
Fire Marshal's Office	David Scarborough or Mike Pollard	(770) 460-5730 x 5414
Permits and Inspections	Di Crownover or Angie Stevens	(770) 460-5730 x 5403
Engineering Department	Ron Salmons or Phil Mallon	(770) 460-5730 x 5410
Building Inspections	Automated Scheduling System	(770) 460-5730 x 5404
Road Department	Miriam Crews (driveway cut/culvert)	(770) 461-3142 x 6172
Water System	Business Office (new water meter)	(770) 461-1146

# **BUILDING PERMIT**

**New Structures**

**Additions**

**Remodels**

**Rebuilds/Repairs**

**Accessory Structures**

## **APPLICATION PACKAGE**

# Application for **BUILDING** Permit

# Fayette County

## **STRUCTURE** to be Built ( check one )

New Residence	_____	Commercial	_____
Addition to Res.	_____	Barn	_____
Garage	_____	Storage Building	_____

Heated Square Footage \_\_\_\_\_

Total Square Footage \_\_\_\_\_ (Includes Attached Garage, Bonus, Basement, Porches, etc.  
- All Under-Roof Space)

## **BUILDER**

Builder: \_\_\_\_\_

License: \_\_\_\_\_

Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City / State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

## **OWNER**

Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

City / State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

## **SITE INFORMATION**

Street

Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Zoning: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Lot #: \_\_\_\_\_ Lot Size: \_\_\_\_\_

District: \_\_\_\_\_ Land Lot 1: \_\_\_\_\_ Land Lot 2: \_\_\_\_\_

DOT Permit # (drive-cut): \_\_\_\_\_

*It is unlawful to occupy a structure without a "Certificate of Occupancy", which will be issued following final building inspection.*

*Any building permit shall become void if work is not begun within six (6) months after issue date or if the work of development authorized by the permit is suspended or abandoned for a period of six (6) months after permit is issued.*

Applicant \_\_\_\_\_  
(Please Type or Print)

Applicant's Signature \_\_\_\_\_

# Application for **BUILDING** Permit - **STRUCTURE SPECIFICS**

*Fayette*

**BUILDING** Estimated **Construction Cost** (Materials) \$ \_\_\_\_\_

Length of Structure \_\_\_\_\_ Width \_\_\_\_\_ Number of Units \_\_\_\_\_

Stories \_\_\_\_\_ Rooms \_\_\_\_\_ Baths \_\_\_\_\_ Fireplaces \_\_\_\_\_

**Please check the appropriate box for each category:**

## BASEMENT

(F) \_\_\_\_\_ Full- II  
(P) \_\_\_\_\_ Partial  
(C) \_\_\_\_\_ Crawl - I  
(N) \_\_\_\_\_ None

## BSMT STATUS

(F) \_\_\_\_\_ Finished  
(U) \_\_\_\_\_ Unfinished

## GARAGE

(A) \_\_\_\_\_ Attached  
(D) \_\_\_\_\_ Detached

## DECK

(Y) \_\_\_\_\_ Yes  
(N) \_\_\_\_\_ No

## SUNROOM

(Y) \_\_\_\_\_ (Yes)  
(N) \_\_\_\_\_ (No)

## SCREENED PORCH

(Y) \_\_\_\_\_ Yes  
(N) \_\_\_\_\_ No

## BONUS ROOM

(F) \_\_\_\_\_ Finished  
(U) \_\_\_\_\_ Unfinished

## WASTE DISPOSAL

(T) \_\_\_\_\_ Septic Tank  
(S) \_\_\_\_\_ Sewer

## WATER SOURCE

(P) \_\_\_\_\_ Public  
(W) \_\_\_\_\_ Well  
(I) \_\_\_\_\_ Private

## FOOTING

(P) \_\_\_\_\_ Plain Concrete  
(M) \_\_\_\_\_ Mono Pour - III  
(O) \_\_\_\_\_ Other

## FOUNDATION WALLS

(P) \_\_\_\_\_ Plain Concrete  
(B) \_\_\_\_\_ Concrete Block - IV  
(C) \_\_\_\_\_ Other

## FLOORS

(W) \_\_\_\_\_ Wood Joists  
(S) \_\_\_\_\_ Flat Slab  
(M) \_\_\_\_\_ Metal

## ROOF

(R) \_\_\_\_\_ Wood Rafters  
(T) \_\_\_\_\_ Wood Truss  
(C) \_\_\_\_\_ Concrete Block

## PARTITIONS

(W) \_\_\_\_\_ Wood  
(D) \_\_\_\_\_ Drywall

## FINISHED FLOOR

(C) \_\_\_\_\_ Carpet  
(M) \_\_\_\_\_ Cement  
(W) \_\_\_\_\_ Wood  
(T) \_\_\_\_\_ Ceramic Tile  
(V) \_\_\_\_\_ Vinyl

## WINDOW SASH

(I) \_\_\_\_\_ Wood Insul.  
(N) \_\_\_\_\_ Metal Insul.  
(V) \_\_\_\_\_ Vinyl Insul.  
(W) \_\_\_\_\_ Wood  
(M) \_\_\_\_\_ Metal

## CHIMNEY

(P) \_\_\_\_\_ Pre-Fab  
(B) \_\_\_\_\_ Brick  
(S) \_\_\_\_\_ Stone

## EXTERIOR WALL

(B) \_\_\_\_\_ Brick  
(C) \_\_\_\_\_ Concrete Block  
(W) \_\_\_\_\_ Wood  
(M) \_\_\_\_\_ Masonite  
(E) \_\_\_\_\_ Metal  
(V) \_\_\_\_\_ Vinyl Siding  
(S) \_\_\_\_\_ Stucco  
(H) \_\_\_\_\_ Hardi-Plank

(O) \_\_\_\_\_ Brick / Wood  
(R) \_\_\_\_\_ Brick / Masonite  
(I) \_\_\_\_\_ Brick / Vinyl  
(T) \_\_\_\_\_ Brick / Stucco

(F) \_\_\_\_\_ Metal / Block  
(L) \_\_\_\_\_ Glass / Metal

## ROOFING

(C) \_\_\_\_\_ Composition  
(M) \_\_\_\_\_ Metal  
(W) \_\_\_\_\_ Wood  
(O) \_\_\_\_\_ Other

## ELECTRICAL

(G) \_\_\_\_\_ GA Power  
(C) \_\_\_\_\_ Cow/Fay EMC

## HEATING

(L) \_\_\_\_\_ LP Gas  
(N) \_\_\_\_\_ Natural Gas  
(E) \_\_\_\_\_ Electric  
(G) \_\_\_\_\_ Geo-Thermo

## PLUMBING

(Y) \_\_\_\_\_ Yes  
(N) \_\_\_\_\_ No

**PLUMBING PERMIT AFFIDAVIT**

*Fayette County*

Applicant hereby applies for a plumbing permit associated with:

PERMIT #: \_\_\_\_\_

JOB SITE: \_\_\_\_\_

LOT #: \_\_\_\_\_

S/D: \_\_\_\_\_

BUILDER: \_\_\_\_\_

The undersigned states the following to be true:

Plumbing Sub-Contractor  
License Holder \_\_\_\_\_

Business Name \_\_\_\_\_

Georgia State License # \_\_\_\_\_

Phone # \_\_\_\_\_

\_\_\_\_\_  
License Holder Signature

Sworn to before me and subscribed  
in my presence this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
**Notary**

## HVAC PERMIT AFFIDAVIT

*Fayette County*

Applicant hereby applies for an HVAC permit associated with:

PERMIT #: \_\_\_\_\_

JOB SITE: \_\_\_\_\_

LOT #: \_\_\_\_\_

S/D: \_\_\_\_\_

BUILDER: \_\_\_\_\_

The undersigned states the following to be true:

HVAC Sub-Contractor  
License Holder

\_\_\_\_\_

Business Name

\_\_\_\_\_

Georgia State License #

\_\_\_\_\_

Phone # \_\_\_\_\_

\_\_\_\_\_  
License Holder Signature

Sworn to before me and subscribed  
in my presence this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
**Notary**

**ELECTRICAL PERMIT AFFIDAVIT**

*Fayette County*

Applicant hereby applies for an electrical permit associated with:

PERMIT #: \_\_\_\_\_

JOB SITE: \_\_\_\_\_

LOT #: \_\_\_\_\_

S/D: \_\_\_\_\_

BUILDER: \_\_\_\_\_

The undersigned states the following to be true:

Electrical Sub-Contractor  
License Holder

\_\_\_\_\_

Business Name

\_\_\_\_\_

Georgia State License #

\_\_\_\_\_

Phone # \_\_\_\_\_

\_\_\_\_\_  
License Holder Signature

Sworn to before me and subscribed  
in my presence this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
**Notary**

**LOW VOLTAGE PERMIT AFFIDAVIT**

*Fayette County*

Applicant hereby applies for a low-voltage permit associated with:

PERMIT #: \_\_\_\_\_

JOB SITE: \_\_\_\_\_

LOT #: \_\_\_\_\_

S/D: \_\_\_\_\_

BUILDER: \_\_\_\_\_

The undersigned states the following to be true:

Low-voltage Sub-Contractor  
License Holder

\_\_\_\_\_

Business Name

\_\_\_\_\_

Georgia State License #

\_\_\_\_\_

Phone # \_\_\_\_\_

\_\_\_\_\_  
License Holder Signature

Sworn to before me and subscribed

in my presence this \_\_\_\_\_ day

of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
**Notary**



## FEE SCHEDULE

*Fayette County*

Structure Permit      \$.17 per total square foot under roof line (Includes Attached Garage-Basement-Porches, etc - All Under-Roof) or: **\$50.00 MINIMUM FEE**  
(This includes plumbing, HVAC and electrical fees - affidavits required only)

Impact Fees - New Structures Only (does not apply to additions, remodels, rebuilds or accessory structures)  
Residential **\$600.57** - Commercial, based on use, available on request - Payable when permit issued

Stand-Alone Plumbing Permit      \$5.00 per opening or: **\$50.00 MINIMUM FEE**

Stand-Alone HVAC Permit      \$50.00 per System  
\$50.00 per Heat Pump  
\$25.00 per Single Unit  
**\$50.00 MINIMUM FEE**

Stand-Alone Electrical Permit      Cost is computed by multiplying the number of each of the following by the listed price or: **\$50.00 MINIMUM FEE**

\$ .50 Fluorescent fixtures  
\$ .50 Ceiling fixtures  
\$ .50 Base receptacles  
\$ .50 Flood lights  
\$ .50 110 branch circuits  
\$6.00 Electric water heater  
\$6.00 Electric stove - 1 piece  
\$9.00 Electric stove - 2 piece  
\$6.00 Electric dryer  
\$2.00 Well pump  
\$ .50 Vent hood, door chimes, ceiling fans, bath fans, attic fans, jacuzzi or any other small motor  
\$ .50 Wiring for each gas furnace  
\$5.00 Wiring for each heat pump  
\$7.00 Each air conditioning unit  
\$13.00 100 Amps of service  
\$16.00 150 Amps of service  
\$20.00 200 Amps of service  
\$30.00 400 Amps of service  
\$32.00 600 Amps of service

Swimming Pools      \$50.00 Pool permit fee and  
\$50.00 Electric permit fee  
**Total Fee      \$100.00**

Pre-Inspection      \$75.00 Charge      Re-Inspection      \$25.00 (1<sup>st</sup> recall)  
\$50.00 (2<sup>nd</sup> recall)  
\$50.00 not ready for